



## CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)  
BUSINESS GROUP  
400 S. Eagle Street  
Naperville, IL 60540  
[www.naperville.il.us](http://www.naperville.il.us)

# PROCESS FOR ENGINEERING APPROVAL

JANUARY 14, 2025

## TRANSPORTATION, ENGINEERING, & DEVELOPMENT (TED) BUSINESS GROUP

Use this packet, in conjunction with the Petition for Development Approval application, to request engineering approval when consideration by the Naperville Planning and Zoning Commission and/or approval from the Naperville City Council is **not** required. The Petition for Development Approval application is available on the City's website at [www.naperville.il.us/developmentpetition.aspx](http://www.naperville.il.us/developmentpetition.aspx). Questions may be directed to the City of Naperville TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us).

### ***E-Plan Review through Civic Access Portal***

"E-plan review" is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper. All development projects submitted to the City require e-plan review through the City's [Civic Access Portal](#). All plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be submitted to the City of Naperville electronically and must comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).

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## ENGINEERING APPROVAL PROCESS

1. Prior to submittal of a Petition for Development Approval application, please email a brief description of your project to the TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us) to determine whether or not a concept meeting is required. A Project Manager will be assigned to you at this time.
2. Following your concept meeting (if required), prepare a complete Petition for Development Approval application including all materials noted in your Concept Meeting Summary. All submittals shall comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).
3. Electronically submit the complete Petition for Development Approval application and all required plans and studies through the City's [Civic Access Portal](#).
4. Upon receipt of the submittal, the Project Manager will review for completeness and contact you with the required fee for the project. You will be able to pay through the [Civic Access Portal](#) via credit card or e-check.
5. Once the submittal is determined complete and the fees have been paid, it will be forwarded to City departments (e.g. planning, utilities, engineering, etc.) for review and comment.
  - First submittals are subject to a 21 calendar day review cycle; and
  - Subsequent submittals (as applicable) are subject to a 14 calendar day review cycle.
6. Once all required fees are paid, the Project Manager will transmit the City's review comments to the Primary Contact identified on the Petition for Development Approval application. Comments may necessitate revisions and resubmittal.

**EFFECTIVE PERIOD OF APPLICATION**

Please note that Petition for Development Approval applications are only valid for a period of two years from the date of application submission and that all cases will be closed by the City without further notice to the Applicant after the two-year period has expired.

## REQUIRED FEES

*If applicable, refer to the Concept Meeting Checklist for a summary of the required fee submittals or contact a project manager for additional information.*

FEE	AMOUNT
<b>Base Process Fee (Administrative)*</b>	
*Resubmittal fee of 25% of the Base Fee Applies to the 4 <sup>th</sup> resubmittal and each subsequent submittal thereafter.	\$500.00
<b>Engineering Review Fees</b>	
Preliminary Engineering	\$25 per page
Final Engineering	\$150.00 per page
<b>Agreements</b> (e.g., annexation, owner's acknowledgement, encroachment, easements, declarations, surety, at-risk)	
A) Basic	\$250.00 per agreement
B) Standard	\$500.00 per agreement
C) Complex	\$1,000.00 per agreement
<b>Technical Study and Report Review Fee</b>	\$400 (includes all resubmittals)
<b>Field Change</b>	\$300 (includes all resubmittals)
<b>Record Drawings</b>	\$300 (includes all resubmittals)
<b>Site Permit Fee</b>	
Residential	1.5% of approved engineer's cost estimate (paid prior to recording of plat)
Non-Residential	1.65% of the approved engineer's cost estimate
<b>Soil Erosion Control Permit</b>	\$358.00